



## **KIDS 2013-2014 Submission Details Document: EXIT**

### **Introduction**

This document contains information specific to the submission of EXIT records to the Kansas Individual Data on Students (KIDS) System for the EXIT Collection. The EXIT Collection focuses on gathering exit information on students who have left a school for a variety of reasons (e.g., graduation, dropout, transfers, etc.).

### **Submission Window**

EXIT records should be submitted as soon as possible after the student's last day of membership whenever a student has transferred, dropped out, graduated, etc. Once the Dropout/Graduation Summary Report (DGSR) for the 2012-2013 school year is submitted, EXIT records can no longer be submitted with Exit/Withdrawal dates prior to 10/1/2013.

### **Submission Guidelines**

#### **Students to Submit**

Schools must submit an EXIT record as soon as possible after the student's last day of membership. If a student transfers to a different school within the same district, sending an EXIT record is required to guard against unresolved exits on the DGSR. Data should be current as of the student's last day of membership.

#### **Who Submits?**

An EXIT record for a student can be submitted only by the Accountability School or the district that contains the Accountability School, except in special circumstances described in the EXIT Notes/Recommendations section. EXIT records submitted by a school not listed as Accountability School in the EXIT record will result in an error, except in special circumstances described in the EXIT Notes/Recommendations section.

#### **The Use of EXIT Submissions**

EXIT records provide information for student assessment participation requirements, for graduation and dropout counts, and for rates calculated and used in accountability determinations. EXIT records are used to pre-populate the DGSR. In addition, EXITs are used to determine the school's accountability for students taking state assessments and may be used to update information in other systems and applications; therefore it is important that the data be as timely and as accurate as possible.

## Required & Optional Data Elements

### Required Data Elements

The following fields are *required* for EXIT record submissions:

- ☐ D1 Record Type
- ☐ D2 Accountability School Identifier
- ☐ D3 Residence District Identifier
- ☐ D4 Legal Last Name
- ☐ D5 Legal First Name
- ☐ D8 Gender
- ☐ D9 Date of Birth
- ☐ D10 Current Grade Level
- ☐ D11 Local Student Identifier
- ☐ D12 Hispanic Ethnicity
- ☐ D13 State Student Identifier
- ☐ D14 Current School Year
- ☐ D15 Funding School Identifier
- ☐ D16 Attendance School/Program Identifier
- ☐ D18 School Entry Date
- ☐ D26 Exit/Withdrawal Date
- ☐ D27 Exit/Withdrawal Type
- ☐ D29 Post Graduation Plans
- ☐ D30 Comprehensive Race
- ☐ D31 Eligibility for National School Lunch Program
- ☐ D32 Primary Disability Code
- ☐ D33 Gifted Student Code
- ☐ D35 Residence of Homeless Student while Homeless
- ☐ D39 ESOL/Bilingual Program Participation Code

### Optional Data Elements

The following fields are *optional* for EXIT record submissions:

- ☐ D6 Legal Middle Name
- ☐ D7 Generation Code
- ☐ D19 District Entry Date
- ☐ D20 State Entry Date
- ☐ D84 User Field 1
- ☐ D85 User Field 2
- ☐ D86 User Field 3

Optional fields are validated and stored if submitted. All other data fields that are neither required nor optional for EXIT may be left blank. Values included in data fields that are neither required nor optional for EXIT are not validated and will not be stored.

Exit information (Exit/Withdrawal Date, Exit/Withdrawal Type, and Post-Graduation Plans) can be included **ONLY** on EXIT record types. If exit data is included on any other record type (i.e., ENRL), it will generate a data error.

## KIDS Reports

Reports are provided in the KIDS Collection System for verification and research of submitted data. To simplify verification of exit data, reports are specific to the types of exits reported. As principals and superintendents review the DGSR, they will be directed to research values based on KIDS EXIT submissions. The KIDS EXIT data can be shared with the principals, superintendents and program staff by generating the detailed data from the appropriate KIDS reports by the current KIDS users or by encouraging them to register for Read-Only access to the KIDS Collection System. Read-Only access is recommended since the reports are dynamic and EXIT records may be submitted at any time.

The detailed descriptions of each of the reports available in the KIDS Collection System may be found on the KIDS project website—[www.ksde.org/kids](http://www.ksde.org/kids) under the “Report Descriptions” tab or by visiting this website: <http://community.ksde.org/Default.aspx?tabid=2508>. The following reports are particularly important to EXIT submissions:

### Standard Reports:

- ☐ Graduates
- ☐ Dropouts
- ☐ Unresolved Exits
- ☐ Current Year Accountability Students
- ☐ EXIT Status Report
- ☐ Homeless Student

### Accountability Reports:

- ☐ Accountability Dropout Percentage Report

### Discrepancy Reports:

- ☐ EOYA/EXIT Assignment Discrepancy Report

## EXIT Notes/Recommendations

The list of recommendations, notes, and submission tips below apply to the EXIT record. In working with the KIDS System, many circumstances apply only to the record you are submitting. How each data element is reported may differ for other submissions from the recommendations appearing below.

**School Entry Date:** School Entry Date should be based on the date the student entered the Accountability School. In the case where the student’s Accountability School is marked with a 0001 or 0002, the Attendance School will use their School Entry Date. For example, when a homeschooled student is receiving services from a public school, the public school should report the date the services began.

### Special Circumstances For Accountability School Submitting EXIT

**Records:** If a student is associated with multiple schools, and an unaccredited private school, home school, or a school in another state is accountable for that student, use the following building codes for the Accountability School: ‘0001’ when the student’s information is included in the accountability results of another state and ‘0002’ when the student attends an unaccredited private school or is home schooled. When using ‘0001’ or ‘0002’ as the Accountability School, the Attendance School can submit EXIT records. When students fall into one of these two categories, it is important that the ‘0001’ or

'0002' code is used for the Accountability School, not the school providing the educational services, on all KIDS Collection submissions.

**Dropout/Graduation Summary Report:** The DGSR calculates the annual dropout rate and the federally mandated 4-year adjusted cohort graduation rate.

- The annual dropout rate reflects the number of seventh thru twelfth grade students who drop out in any one school year. This calculation uses the EXIT records submitted to KIDS by the Accountability School.
- The 4-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma, divided by the number of students who entered high school four years earlier (adjusting for transfers in and out). This calculation uses a combination of KIDS EOYA and EXIT records submitted. For more information on the 4-year adjusted cohort graduation rate calculation, see the 4-Year Adjusted Cohort Graduation Rate 2013-2014 Fact Sheet or the Kansas Graduation and Dropout Information Handbook found on the "Graduation and Dropouts" page on the KSDE website: <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/PK-12/GraduationandSchoolsofChoice/GraduationandDropouts.aspx>.
- Note that the Exit/Withdrawal Type, codes 8="Graduated with regular diploma" and 22="Student with disabilities who met the district graduation requirements for a regular diploma, but is remaining in school to receive transitional services deemed necessary by the IEP team" counts as a graduate for the 4-year adjusted cohort graduation rate. For a complete list of exit/withdrawal types, their use, and impact on the 4-year adjusted cohort graduation rate, see the KIDS EXIT Codes Applied to Graduation Rate Formula section in the Kansas Graduation and Dropout Information Handbook found on the "Graduation and Dropouts" page on the KSDE website: <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/PK-12/GraduationandSchoolsofChoice/GraduationandDropouts.aspx>.
- Codes 14="Discontinued schooling," 16="Moved within the US, not known to be enrolled in school," 17="Unknown," 19="Transfer to facility GED completion program," and 20="Transferred to a juvenile or adult correctional facility" for student in grades 7-12 will count as dropouts in the annual dropout rate calculation.

Students that have been identified as unresolved exits on the DGSR, and that have not been addressed by the accountability school or district will be counted as dropouts for the district and will have an EXIT record created (by KSDE) with the Exit/Withdrawal Type 98="Unresolved Exit" in the KIDS System. These records will be included in the federally mandated 4-year adjusted cohort graduation formula if the unresolved exit was the last exit in KIDS in the student's 4-year cohort year. The EXIT records with Exit/Withdrawal Type 98 will be viewable in the Student History Report for the student and the student will no longer show on the Unresolved Exit Report.

**EXIT/Withdrawal Date:** Schools are required to report an EXIT/Withdrawal Date of the student's last day of membership or the date on which the student was graduated or the date on which a student with disabilities met district graduation requirements for a regular diploma. EXIT/Withdrawal dates are to be indicators of when a student's

affiliation with a school ended, **not** an indication of the date a school submitted the EXIT record to KIDS.

**Exit/Withdrawal Type:** The wording on six values was updated for the 2013-2014 school year. See the file specifications document for the complete list of accepted values

Only students with a value in Current Grade Level greater than code 13 (eighth grade) may have an EXIT record with an Exit/Withdrawal Type of 8="Graduated with regular diploma."

Exit/Withdrawal Type of 18="Student data claimed in error" should only be used when the student was claimed in the KIDS Assignment System by the school or district in error and no other information has been submitted about the student.

Exit/Withdrawal Type of 7="Matriculation to another school" should be used when a student naturally progresses from one building to another building within the same district because of completion of a grade level. For example, matriculation occurs when a student advances from 5<sup>th</sup> grade at the elementary school into the 6<sup>th</sup> grade at the middle school.

**Students with Disabilities:** Two situations require special consideration when reporting exit data for students with disabilities

1. Students with disabilities who have met graduation requirements but remain in school for transition services as outlined in their IEP should be reported in the following manner:
  - Use the value of "22" on Exit/Withdrawal Type for a student with disabilities who met the district graduation requirements for a regular diploma but is remaining in school to receive transitional services deemed necessary by the IEP team. (The important key is the student has not received a regular high school diploma. The student may have met all of the graduation requirements and/or may have participated in the graduation ceremony but did not receive a diploma.)
  - This will count as a graduate in the graduation calculation.
  - If Exit/Withdrawal Type is 22, then Post-Graduation Plans must be 9="Receiving special education transition services."
  - If Exit/Withdrawal Type is 22, then Primary Disability Code must be a valid, nonblank value.
  - Those students will then continue to receive transitional services in following years and will be submitted on subsequent KIDS records until they are no longer receiving transitional services.
  - Once they are no longer receiving transitional services, another EXIT record should be submitted with the Exit/Withdrawal Type of 8="Graduated with regular diploma."
2. Under the law, any IDEA student who is suspended or expelled is still active and not considered an exit. The USD is obligated to continue to provide general education and special education support to meet the student's needs. It is important to remember that there are specific legal requirements for continuing to provide both SPED services and general instruction for students with IEPs who are expelled. It is

recommended that school and district administrators and/or district counsel are involved to ensure these requirements are met. If you or anyone at your district has questions about these legal requirements, please contact Mark Ward, KSDE Special Education Services Attorney, at [mward@ksde.org](mailto:mward@ksde.org).

**Multiple Record Types in a Single Batch:** The KIDS Collection System will accept EXIT records in batches containing other record types, but your Student Information System (SIS) may or may not support the creation of mixed batches.

**Correcting an EXIT Record:** If you submitted an EXIT record for a student with incorrect information, you can submit an EXIT record with the same State Student Identifier (SSID), Accountability School, and Exit/Withdrawal Date with the corrected information to update the student's EXIT record. If you submitted an EXIT record with an incorrect Exit/Withdrawal Date, submit an EXIT record with the same SSID, Accountability School, and Exit/Withdrawal Date with a code of "99" in the Exit/Withdrawal Type field to "undo" that EXIT record in KIDS. Then submit **another** EXIT record with the correct Exit/Withdrawal Date. Any records submitted with D27: Exit/Withdrawal type "99" must be sent with the same EXIT year as the original record that the "99" is intended to "undo. Otherwise the record will not "undo" the original EXIT record.

**Undoing an EXIT Record:** If you accidentally submit an EXIT record for a student who did not really leave, then you can submit an EXIT record with the same SSID, Accountability School, and Exit/Withdrawal Date with a code of "99" in the EXIT/Withdrawal Type field to "undo" that EXIT record in KIDS.

**EXIT Records and Assessments:** EXIT records are used by CETE to remove students from schools' active testing rosters *before* those students are tested. To undo EXIT records that were submitted erroneously to KIDS (and provided to CETE), the school should submit another EXIT record with code '99' (undo) in the EXIT/Withdrawal Type field. Note, however, that a "C" (clear) code in one of the Assessment fields on the TEST record will also remove students from schools' active testing rosters. For more information on the use of "C" codes on TEST records, see the KIDS Submission Details Document-TEST.

**Impact of Not Submitting EXIT Records in a Timely Manner:** It is recommended that EXIT records be sent to the KIDS Collection System as soon as possible when membership ends. It is up to the discretion of the individual schools and districts to determine at what point an EXIT record is submitted for a student that is gone for an extended period of time. Keep in mind the following when making this decision:

- During a testing window, if an EXIT record is not sent, the school and district could be penalized when the student is not assessed in the content area.
- EXIT records will remove students from a school or district state assessment roster and the accountability performance and/or participation calculations (depending on the exit and school entry dates for that student.)
- If a student is not exited from a student information system, it may impact the Days in Attendance and Days in Membership. These values are reported on EOYA records for each student and are used in the attendance rate that is required for accreditation purposes.

- Students in grades 7-12 submitted with an Exit/Withdrawal Types of 14="Discontinued schooling," 16="Moved within the US, not known to be enrolled in school," 17="Unknown," 19="Transfer to facility GED completion program," and 20="Transferred to a juvenile or adult correctional facility" are considered dropouts in the annual dropout rate calculation.

**Accredited Private Schools:** All accredited private schools should submit EXIT records according to the guidance outlined above.

## Documents

Consult the following documents for additional information pertaining to the submission of EXIT records. Unless specified otherwise below, the most recent version of all documents may be found on the KIDS project website ([www.ksde.org/kids](http://www.ksde.org/kids)) under the “Documents” tab.

- ❑ **KIDS 2013-2014 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS system.
- ❑ **KIDS 2013-2014 User’s Guide:** This document is the comprehensive manual for submitting and processing student records in the KIDS System. However, this manual does not contain specific information on each record type.
- ❑ **Guidelines for Reporting Homeless Students:** This document provides guidance on reporting homeless students in the KIDS Collection System.
- ❑ **Dropout/Graduation Information Documents:** Additional information about the Dropout/Graduation Summary Report and the 4-year adjusted cohort graduation rate, including the Kansas Graduation and Dropout Information Handbook and the 2013-2014 Graduation Fact Sheet, is posted on the KSDE State and Federal Programs website under “Graduation and Dropouts.”  
(<http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/PK-12/GraduationandSchoolsofChoice/GraduationandDropouts.aspx>)

## Help Resources

In preparing your EXIT submissions, you may need technical assistance or reporting guidance. Depending upon the nature of the assistance you need, one or more of the following help resources may be useful.

- ❑ KIDS or Dropout/Graduation Summary Report Technical Support: KSDE Helpdesk 785-296-7935 or [kids@ksde.org](mailto:kids@ksde.org)
- ❑ Accountability Helpdesk: 785-296-2261 or [gpa@ksde.org](mailto:gpa@ksde.org)
- ❑ For training in the KIDS system: visit the KIDS project website at [www.ksde.org/kids](http://www.ksde.org/kids) and go to the “Training” tab.

## Revision History

| Version | Date    | Changes   |
|---------|---------|---|
| 8.00    | 2.22.13 | <ul style="list-style-type: none"><li>Updated for 2013-2014 school year</li></ul>   |
| 8.01    | 1.03.14 | <ul style="list-style-type: none"><li>Updated hyperlinks due to new KSDE Website and added School Entry Date paragraph.</li></ul> |

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